

9 March 1977

1. On the basis of President Carter's memorandum of 1 March 1977 instituting a partial freeze on hiring, and the 3 March 1977 guidance from OMB, the Agency's ceiling is temporarily limited to the on-duty strength as of 28 February 1977. According to the strength report for 28 February 1977 the Agency was below our previously authorized ceiling of . This shortfall is not replaceable during the period of the partial freeze. OMB will work out with the agencies new ceilings for FY 77 and 78 by "early April." Once new ceilings are established, the current limitations on hiring will be withdrawn but agencies will be required to develop target levels for full-time permanent and total employment as of 30 June 1977 and 31 March 1978. These targets will be submitted to OMB no later than 22 April 1977. Once agreed upon, these targets will be treated as employment ceilings against which Agency efforts to reach the new year-end ceilings will be measured.

2. Under the guidance, 75 percent of the vacancies occurring during the period before the imposition of new ceilings in April may be filled. The following figures show past experience for staff and contract separations (ceiling count personnel only):

	<u>March</u>	<u>April</u>
FY 75	<input type="text"/>	
FY 76		
Projection FY 77 (Est)		

Application of the guidelines to the projection implies that may enter on duty during March 77 and should the freeze continue through April, another that month.

3. The OMB guidance does provide an exemption to hiring limitations by allowing agencies to honor employment commitments made before 1 March 1977 without regard to the 75% rule. The Office of Personnel has made employment commitments of this type. applicants will EOD in March clerical and professional); will EOD in April; have yet to confirm an exact EOD date.

4. The numbers set out in paragraph 3 above indicate that applicants to whom we have made commitments will just about exhaust our hiring authority for March. If our permanent ceiling is not established in early April, the Director of Personnel will have to institute controls to assure guideline conformity.